

COMMISSION ON TEACHER CREDENTIALING

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Sacramento, California 95814-7000
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OFFICE OF THE EXECUTIVE SECRETARY

92-9226

December 15, 1992

TO: Superintendents of County Offices of Education, Personnel
Administrators and Credentials Supervisors in County Offices of
Education

FROM:  Philip A. Gutch, Executive Director

SUBJECT: Certificated Employee Assignment Monitoring and Review
Report Forms and Optional Monitoring Procedures

The purposes of this Coded Correspondence are (1) to send to you the enclosed County and School District Assignment Monitoring and Review Report forms, (2) a brief indication of some changes made to these forms, and (3) to advise you of optional monitoring procedures approved by the Commission for voluntary use by county offices of education.

Report Form

As you know, the offices of the county superintendents of schools are required by Education Code Section 44258.9 (d) and (e) to annually monitor the assignments of certificated employees in one-third of the schools districts within the county's jurisdiction. The county superintendents are required to report the results of this monitoring activity to the Commission on Teacher Credentialing each year. For the past three years, the Commission has provided a reporting form to be used by all county offices of education across the state. We have also provided a form that school districts may use when reporting to the county offices. Each year these report forms have been modified as needed. This year the modifications to the forms include:

- Assignments made under Education Code §44258.3 added by SB 215 (Craven, 1991);
- Information on the assignments of school counselors, advisors and librarians; and
- Additional information on assignments made under EC §44263.

Additionally, some changes have been made to make the forms easier to understand, a few items have been deleted, and an instructions page added.

Guidelines for Alternative Monitoring Procedures

At the October 2, 1992 meeting of the Commission on Teacher Credentialing, the certificated employee assignment monitoring procedures described below were approved for *voluntary use by county offices of education*. Most counties have monitored the assignments of all certificated employees in the school districts. As you well know, this is a time-consuming task. The Commission took its action at the request of several county offices primarily because of the severe resource problems facing all counties. The alternative procedures were developed in consultation with representatives of various county offices of education.

Because of our legal responsibilities, it is imperative that the Commission receive reliable information from all county offices of education. Therefore, county offices of education should not use alternative monitoring procedures *other than those described below* as the information provided to the Commission would not be consistently reliable if a number of different procedures were used. The alternative guidelines recognize the need of the offices of education for a less time-consuming monitoring process, yet will provide the Commission with reliable and sufficient information on the condition of certificated personnel assignments across the state. School districts must continue to monitor all certificated personnel assignments for the purposes of reporting to the local governing board by December 15 of each year, as the statutes do not provide an alternative monitoring procedure except in such cases where districts with an ADA of 30,000 or above have such procedures approved by the Commission (§44258.9 [a]).

If the alternative monitoring guidelines below are used, it is very important that this fact be indicated in the boxed in section on page one of the report form.

Guidelines for Use in Monitoring K-12 Districts

- All certificated employee assignments in grades 6-8 must be verified.
- All assignments in no fewer than 25% of the elementary schools in the district must be verified.
- No fewer than 25% of the assignments of all certificated employees in grades 9 through 12 must be verified.

- No fewer than 25% of the assignments of all other district certificated employees must be verified.
- Identification of a 5% misassignment rate among those personnel assignments monitored will require that all certificated assignments in the district be verified.

Guidelines for Use in Monitoring K-6 or K-8 Districts

- All certificated employee assignments in grades 7 and 8 must be verified.
- All teaching assignments in grades K-6 that are not in self-contained classrooms must be verified.
- No fewer than 25% of the assignments of all certificated employee assignments must be verified.
- Identification of a 5% misassignment rate among those personnel assignments monitored will require that all certificated assignments in the district be verified.

Rationale for the Selected Guidelines

Probably the most difficult area for ensuring that all teaching assignments are legally authorized is in the middle grades, generally grades 6-8. These grades frequently have teachers assigned on the basis of credentials that have a primary authorization to teach in self-contained classrooms, or those whose credentials authorize them to teach specific subjects in departmental assignments only. Consequently, high rates of unauthorized assignments are frequently identified. County offices of education need to identify these unauthorized assignments and advise school administrators on the available legal assignment alternatives. Both sets of guidelines above provide the assurance that all middle level teaching assignments will be verified.

Misassignments in grades 9-12 tend to be spread across several subject departments. The 25% of certificated employees, randomly selected, assures that a sufficient number of subject areas will be included to determine whether or not there is a serious assignment problem.

The area of assignment at the elementary grades that has created some difficulty is the use of teachers in assignments other than self-contained classrooms. The alternative guidelines above will provide the assurance that specific problems in such assignments will be identified and the necessary corrections suggested.

For Futher Information

The Commission deeply appreciates the assistance and cooperation of the County Offices of Education both in revising and completing the monitoring form and in developing the alternative monitoring guidelines. If you have any question about the monitoring forms, please contact Terri Fesperman at (916) 445-7256. If you have questions about the alternative monitoring procedures, contact Robert Salley at (916) 322-6254.

INSTRUCTIONS FOR COMPLETING THE DISTRICT REPORT FORM

PAGES 1 & 2: Please complete both pages.

PAGES 3, 4, & 5: List the number of individuals assigned under the Education Code sections on these pages according to the subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). The grade level refers to the grade level of the assignment not to the type of school where the service was performed. An individual teacher may be listed under more than one authorization. Do not list individuals by full-time equivalent (FTE) such as .67. List each subject by the number of individuals teaching it, not the total number of periods the subject was taught.

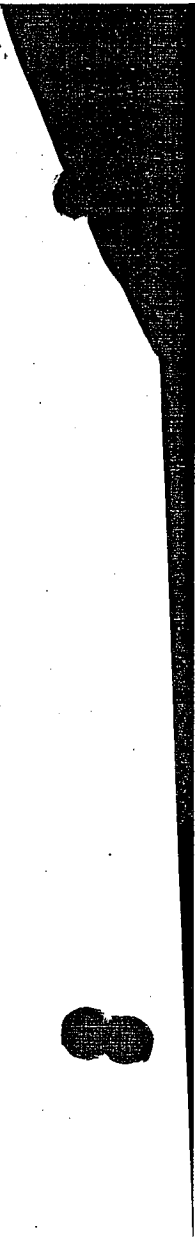
PAGES 6 & 7: For Education Code §44263, list the subjects being taught under this authorization and the number of individuals who are assigned to that subject. Then indicate how many of these individuals have credential majors or single subjects in each of the thirteen subjects indicated. What we are trying to determine is how closely related the subject being taught is to the subject authorized by the credential. Some individuals will have more than one major or subject on their credentials, so the number of majors will not necessarily match the number of assignments. For example:

Subject of Assignment Health Number 8
Credential major/subject area(s)--note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec 4 Ind Tech _____ L Sci 3
Math _____ Music _____ PE 2 Phys Sci _____ Soc Sci _____ Other (number) 1

PAGE 8: At the top of the page, list the number of teachers assigned under Education Code §44865. Second, identify the number of individuals on State Board of Education waivers and the subjects to which they are assigned. Please do not list CBEST waivers.

PAGE 9: Enter the information requested for librarians, counselors, and advisors. Do not include individuals who are providing county-wide service. If there are teaching or service assignments made on the basis of some legal authority not listed elsewhere on this report, please list them at the bottom of this page.

PAGE 10: Answer the questions concerning teachers of Limited English Proficient students at the top of the page. If you have comments about the monitoring process or wish to provide additional information about the results of your monitoring, please use the space provided. Use additional sheets if needed.



10-92

In accordance with Education Codes §44258.9(d) and (e), each county superintendent of schools shall submit an annual summary of the results of all assignment monitoring and reviews to the Commission on Teacher Credentialing. To assist your county office with the writing of that report, please complete the following. The county report is due in the Commission office by July 1.

Telephone Number _____ Date _____

Total number of schools monitored during this school year: _____

Counselors _____ Librarians _____ Others _____

Total number of all certificated in the school district _____

NAME OF SCHOOLS MONITORED

SUPERINTENDENT'S AFFIDAVIT

Does your district have on file a signed affidavit from each chief site administrator attesting to the legality of assignments for all certificated employees for this school year as required by Education Code §44258.9(c)?

☐ yes ☐ no

If no, list each name of the (a) school, (b) the chief school site administrator, and (c) the reason(s) he/she has failed to comply:

1. a. _____ b. _____
c. _____
2. a. _____ b. _____
c. _____
3. a. _____ b. _____
c. _____

WORKSHOPS

How many workshops were conducted by the school district office regarding the proper assignment of teachers for this school year? _____

Acknowledgment of the District Superintendent of Schools

I have reviewed the following report and determined that it is complete and complies with Education Code §44258.9(d).

Name _____ Date _____

Signature _____

Education Code Assignment Option Reporting Information

List the number of teachers assigned by local governing board authorization under the following provisions of the law according to subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). An individual teacher may be listed under more than one authorization.

Education Code §44256(b) - 6/12 Grades 8 and Below

Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____

TOTAL NUMBER ON §44256(b) _____

Education Code §44258.2 - 6/12 Grades 5-8

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL NUMBER ON §44258.2 _____

[illegible]

TOTAL NUMBER ON \$44258.3

Education Code §44258.7(c)(d) - Committee on Assignments

Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____

TOTAL NUMBER ON §44258.7(c)(d)(e) _____

Education Code §44263 - 60 Semester Hours Self-Contained

TOTAL NUMBER ON §44263 (self-contained) _____

School District Assignment Monitoring and Review Report

Education Code §44263-9/18

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Education Code §44263--9/18 (Continued)

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) note each major/subject area if there is more than one

Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

TOTAL NUMBER ON §44263 _____

School District Assignment Monitoring and Review Report

Education Code §44865

Home Teacher	_____	Necessary Small High Schools	_____
Adults	_____	County Community Schools	_____
Hospital Classes	_____	Juvenile Court Schools	_____
Alternative Schools	_____	Continuation Schools	_____
Opportunity Schools	_____		

TOTAL NUMBER ON §44865 _____

Teachers and Other Certificated Personnel on State Board of Education Waivers

Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____

TOTAL NUMBER ON STATE BOARD OF EDUCATION WAIVERS _____

Librarians, Advisors, and Counselors**LIBRARIANS**

Number of libraries in the schools monitored _____

Of the staff performing professional services in these libraries:

How many are serving on Library Service/Librarianship Credentials? _____

How many are serving on credentials other than Library Service/Librarianship Credentials? _____

How many are classified employees? _____

COUNSELORS and ADVISORS

Number of certificated advisors in the schools monitored _____

Does the school district have a board approved advisory programs[EC §49600(c)]? ☐ yes ☐ no

Of the staff serving in advising positions:

How many of the advisors are serving on Pupil Personnel Services Credentials? _____

How many of the advisors are serving on teaching credentials? _____

Other Legal Authority Not Noted Elsewhere on this Report

Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____
Subject/Area _____	Section _____	Number _____

TOTAL NUMBER OTHER LEGAL AUTHORITY NOT NOTED ELSEWHERE _____

Limited English Proficient Instruction Information

What is the total number of Limited English Proficient (LEP) instruction personnel *employed on a CTC teaching credential*? _____

What is the total number of Limited English Proficient (LEP) instruction personnel *employed on the basis of an approved California Department of Education compliance option? (Do not include waivers-- they should be listed on page 8 under State Board of Education waivers.)* _____

TOTAL NUMBER OF LEP INSTRUCTORS _____

ADDITIONAL INFORMATION RESULTING FROM MONITORING

INSTRUCTIONS FOR COMPLETING THE COUNTY REPORT FORM

PAGES 1 & 2: Please complete both pages.

PAGES 3, 4, & 5: List the number of individuals assigned under the Education Code sections on these pages according to the subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). The grade level refers to the grade level of the assignment not to the type of school where the service was performed. An individual teacher may be listed under more than one authorization. Do not list individuals by full-time equivalent (FTE) such as .67. List each subject by the number of individuals teaching it, not the total number of periods the subject was taught.

PAGES 6 & 7: For Education Code §44263, list the subjects being taught under this authorization and the number of individuals who are assigned to that subject. Then indicate how many of these individuals have credential majors or single subjects in each of the thirteen subjects indicated. What we are trying to determine is how closely related the subject being taught is to the subject authorized by the credential. Some individuals will have more than one major or subject on their credentials, so the number of majors will not necessarily match the number of assignments. For example:

Subject of Assignment Health Number 8
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec 4 Ind Tech _____ L Sci 3
Math _____ Music _____ PE 2 Phys Sci _____ Soc Sci _____ Other (number) 1

PAGE 8: At the top of the page, list the number of teachers assigned under Education Code §44865. Second, identify the number of individuals on State Board of Education waivers and the subjects to which they are assigned. Please do not list CBEST waivers.

PAGE 9: Enter the information requested for librarians, counselors, and advisors. Do not include individuals who are providing county-wide service. If there are teaching or service assignments made on the basis of some legal authority not listed elsewhere on this report, please list them in the second section on this page. Finally, answer the questions concerning teachers of Limited English Proficient students at the bottom of the page.

PAGE 10: This page concerns teaching misassignments. First, answer the questions at the top of the page to explain the number of misassignments you initially identified in your monitoring. If you did not use an alternate model for monitoring, put "n/a" in the appropriate space. Next, list the subject area(s) of the misassignments, and indicate the grade level and the number of individuals who were misassigned in this subject. One teacher may have been misassigned to two or more subjects, so it is possible the number of teachers reported at the top of the page may be smaller than the total number of misassignments. Remember that we are counting subjects in which teachers were misassigned, not the number of periods per day that those teachers were misassigned. If Ms. Jones is teaching one period of Health and three periods of Life Science on her PE credential, she is misassigned in two subjects.

PAGE 11: On this page, answer the questions and list the misassignments of certificated personnel other than teachers.

PAGES 12 & 13: These pages allow you to explain how many of the misassignments identified on pages 10 and 11 were corrected and to identify those that were not. Please answer all the questions. If you have comments about the monitoring process or wish to provide additional information about the results of your monitoring, please use the space provided on page 13. Use additional sheets if needed.

COMMISSION ON TEACHER CREDENTIALING

1812 Ninth Street
Sacramento, California 95814-7000

10-92

County Office of Education
ASSIGNMENT MONITORING AND REVIEW REPORT
Including Summary of All Districts

In accordance with Education Codes §44258.9(d) and (e), each county superintendent of schools shall submit an annual summary of the results of all assignment monitoring and reviews to the Commission on Teacher Credentialing. This report is due in the Commission office by July 1. Mail the report to the Commission office to the attention of: Assignment Monitoring.

Name of County _____ School Year Beginning July 1, _____

Report Prepared By _____ Title _____

Telephone Number _____ Date _____

INFORMATION FOR SCHOOL DISTRICTS MONITORED

Total number of school districts in your county: _____

Total number of districts monitored during this school year: _____

How many certificated personnel were employed in the monitored districts during this school year?

Elementary Teachers (grades K-6) _____ Secondary Teachers (grades 7-12) _____

Other Certificated Employees (Non-Teaching Personnel):

Counselors _____ Librarians _____ Others _____

Total number of all certificated in school districts monitored _____

Was an alternate method of monitoring used in any of the districts monitored this year?

☐ yes ☐ no

If the answer is yes, complete questions below; if the answer is no, skip this box.

Which CTC approved alternative(s) was used?

☐ for use in K-12 districts Number of districts _____☐ for use in K-6 or K-8 districts Number of districts _____

How many certificated personnel were monitored using the alternative(s)?

Elementary Teachers (grades K-6) _____ Secondary Teachers (grades 7-12) _____

Other Certificated Employees (Non-Teaching Personnel):

Counselors _____ Librarians _____ Others _____

TOTAL NUMBER OF CERTIFICATED MONITORED BY ALTERNATIVE METHOD _____

County Assignment Monitoring and Review Report

NAME OF SCHOOL DISTRICTS MONITORED

SUPERINTENDENT'S AFFIDAVIT

Does your county have on file a signed affidavit from each district superintendent attesting to the legality of assignments for all certificated employees for this school year as required by Education Code §44258.9(c)?

☐ yes ☐ no

If no, list each name of the (a) school district, (b) the superintendent, and (c) the reason(s) he/she has failed to comply:

1. a. _____ b. _____
c. _____
2. a. _____ b. _____
c. _____
3. a. _____ b. _____
c. _____

WORKSHOPS

How many workshops were conducted within your county by the county office or the district office regarding the proper assignment of teachers for this school year? _____

Acknowledgment of the County Superintendent of Schools

I have reviewed the following report and determined that it is complete and complies with Education Code §44258.9(d) and (e).

Name _____

Date _____

Signature _____

Education Code Assignment Option Reporting Information

List the number of teachers assigned by local governing board authorization under the following provisions of the law according to subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). An individual teacher may be listed under more than one authorization.

Education Code §44256(b) - 6/12 Grades 8 and Below

Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____

TOTAL NUMBER ON §44256(b) _____

Education Code §44258.2 - 6/12 Grades 5-8

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL NUMBER ON §44258.2 _____

p

Education Code §44258.3--Local Verification of Subject-Matter Knowledge
for Grades 8 and Below

[illegible]

TOTAL NUMBER ON \$44258.3 _____

[illegible]

TOTAL NUMBER ON §44258.7(c)(d)(e) _____

TOTAL NUMBER ON §44263 (self-contained) _____

County Assignment Monitoring and Review Report

Education Code §44263-9/18

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Education Code §44263-9/18 (Continued)

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
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Subject of Assignment _____ Number _____
Credential major/subject area(s) - note each major/subject area if there is more than one
Art _____ Agric _____ Bus _____ Engl _____ Home Ec _____ Ind Tech _____ L Sci _____
Math _____ Music _____ PE _____ Phys Sci _____ Soc Sci _____ Other (number) _____

TOTAL NUMBER ON §44263 _____

County Assignment Monitoring and Review Report

Education Code §44865

Home Teacher _____
Adults _____
Hospital Classes _____
Alternative Schools _____
Opportunity Schools _____

Necessary Small High Schools _____
County Community Schools _____
Juvenile Court Schools _____
Continuation Schools _____

TOTAL NUMBER ON §44865 _____

Teachers and Other Certificated Personnel on State Board of Education Waivers

Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____

TOTAL NUMBER ON STATE BOARD OF EDUCATION WAIVERS _____

Librarians, Advisors, and Counselors**LIBRARIANS**

Number of libraries in school districts monitored _____

Of the staff performing professional services in these libraries:

How many are serving on Library Service/Librarianship Credentials? _____

How many are serving on credentials other than Library Service/Librarianship Credentials? _____

How many are classified employees? _____

COUNSELORS and ADVISORS

Number of certificated advisors in school districts monitored _____

Number of school district with board approved advisory programs [EC §49600(c)] _____

Of the staff serving in advising positions:

How many of the advisors are serving on Pupil Personnel Services Credentials? _____

How many of the advisors are serving on teaching credentials? _____

Other Legal Authority Not Noted Elsewhere on this Report

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

Subject/Area _____ Section _____ Number _____

TOTAL NUMBER OTHER LEGAL AUTHORITY NOT NOTED ELSEWHERE _____

Limited English Proficient Instruction InformationWhat is the total number of Limited English Proficient (LEP) instruction personnel *employed on a CTC teaching credential*? _____What is the total number of Limited English Proficient (LEP) instruction personnel *employed on the basis of an approved California Department of Education compliance option?* (Do not include waivers-- they should be listed on page 8 under State Board of Education waivers.) _____

TOTAL NUMBER OF LEP INSTRUCTORS _____

MISASSIGNMENT REPORTING**TEACHING MISASSIGNMENTS**

How many teachers did you initially identify as misassigned for districts where an *alternate model* for monitoring was used? _____

How many teachers did you initially identify as misassigned for districts where *all certificated individuals were monitored*? _____

List the teaching misassignments identified by area and grade level. List each area separately and do not group areas or grade levels

Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____

TOTAL NUMBER OF TEACHERS INITIALLY IDENTIFIED AS MISASSIGNED? _____

OTHER CERTIFICATED MISASSIGNED

How many other certificated personnel did you initially identify as misassigned for districts where an *alternate model* for monitoring was used? _____

How many other certificated personnel did you initially identify as misassigned for districts where *all certificated individuals were monitored*? _____

List the other certificated personnel misassignments identified by area and grade level. List each area separately and do not group areas or grade levels

Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____

TOTAL NUMBER OTHER CERTIFICATED INITIALLY IDENTIFIED AS MISASSIGNED? _____

CORRECTION OF MISASSIGNMENTSTotal number of misassignments (*teaching and other certificated*) initially found _____

Of this total number of misassignments reported on pages 10 and 11, how many were corrected once the district was notified? _____

On what basis were they corrected?

- individual removed, reassigned, retired, or no longer working for district
- obtained a State Board of Education waiver
- used an Education Code section assignment option
- applied for an emergency credential
- renewed credential appropriate for assignment
- other (please specify the basis and number)

_____ Number _____ Number _____
_____ Number _____ Number _____

How many illegal assignments were not corrected and are being reported to the Commission? _____**(COMPLETE FORM AM-1 TO REPORT THE MISASSIGNMENT(S) NOT CORRECTED AND ATTACH THE FORMS TO THIS REPORT TO SEND TO THE COMMISSION.)**

List the districts that have current misassignments:

- _____
- _____
- _____

DISTRICTS WITH 5% OR MORE MISASSIGNEDHow many districts were notified that they have a rate of 5 percent or more of their certificated teaching personnel (based on the total number of all misassignments divided by the number of **secondary** teachers) misassigned as required under Education Code §44259(g)(4)? _____

Of those districts notified under §44259(g)(4):

- how many corrected all misassignments within 120 days? _____
- how many were exempted under extraordinary circumstances? _____
what were the circumstances? _____

- how many districts have not corrected the misassignment problem? _____

List the non-complying district(s) and the name(s) of the superintendent(s):

NAME OF DISTRICT

NAME OF SUPERINTENDENT

- _____
- _____
- _____

COUNTY NOTIFIED OF POSSIBLE MISASSIGNMENT AND EXTRAORDINARY CIRCUMSTANCES

How many certificated employees (teaching and non-teaching personnel) notified your county during the school year of a possible misassignment problem they were involved in as provided for by §44258.9(g)(2)(3)(4)?

Of these, how many:

- a. were determined to be legally assigned?
- b. were corrected to legal assignments within 30 days?
- c. had extraordinary circumstances that made correction impossible?

Describe the extraordinary circumstances.

1. Subject/Area _____ E/M/H _____ Number _____

Circumstance _____

2. Subject/Area _____ E/M/H _____ Number _____

Circumstance _____

ADDITIONAL INFORMATION RESULTING FROM DISTRICT MONITORING
